

# Review for design guide

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## Review Checklist - for each pattern

1. **Check the template** - does it fit with the instructions . See the template at
  - <https://docs.google.com/document/d/1aJE2C0FzzzXgydEp0MNGSdDDvUTTsANViUVvciFK36k/edit#heading=h.bs5oe6ut17hm>

You may need to scroll down 1-2 lines to get to the correct heading - H2

2. **Check the github issue** for wcag and the first draft from coga. **Is everything covered** Or in another pattern (The second pattern it does not need to be completed) . The links to the draft for coga should be at the end of the design pattern. If not you can find it at <https://github.com/w3c/wcag21/labels/COGA>
  - a. If this is all you managed it was worth the review!!!!
  - b. If you find overlaps, you can contact the person listed in Design Patterns document in Draft Status column, or you can post questions to the list.
3. **Is it clear what to do**
4. Is it clear **why** to do it
5. **Plain text**
  - a. Short sentences
  - b. Active voicing (present test)
  - c. Easy words for anyone who makes Web content
  - d. Any special words in the [glossary](#)
  - e. Initial plain language review by reviewer is just to ensure information is clearly presented. John R will do final plain language review.

Make small grammar changes such the tense or capital.

As soon you are making any substantive comments or you want to change something **that may affect meaning** have a conversation by phone or email with the author, or send to list if the author is not available. A phone call is probably best.

please add them as a comment, and send

Enhance (wish list)

Add links to resources

Add example

Add annoying details and/or getting started

Consistency of terms (focus, content )

## Review Checklist - overlaps, gaps and consistency

- Identify overlaps -done
- Are things under the right heading -done (see [https://docs.google.com/document/d/1Zmbt7ZfEgVDcICzBnjwkjFRBuGc7In5pMcgB\\_z6zO34/edit#](https://docs.google.com/document/d/1Zmbt7ZfEgVDcICzBnjwkjFRBuGc7In5pMcgB_z6zO34/edit#) )
- Shepard per theme
- Sheppard per element (first sentence, examples are show stoppers etc)
- Check what is missing against
  - -Our user needs in gap analysis
  - ETSI !!
  - -BBC review, dyslexia guided etc?

Notes and warning

overlaps and gaps are at

[https://docs.google.com/document/d/1Zmbt7ZfEgVDcICzBnjwkjFRBuGc7In5pMcgB\\_z6zO34/edit?usp=sharing](https://docs.google.com/document/d/1Zmbt7ZfEgVDcICzBnjwkjFRBuGc7In5pMcgB_z6zO34/edit?usp=sharing)